## Approved For Release 2006/01/12: CIA-RDP91-00452R000100070008-4

## ADMINISTRATIVE-INTERNAL USE ONLY

TRAINING PLAN TRAINING DATES FACILITY 21 May - 25 May 1979 MAG II Instruction IBM 1300 - 1630 hours Orientation for New **Employees** 29 May - 1 June 1979 Agency Essentials of English OPM Telephone Techniques **OPM** Advanced Typing OPM Shorthand: Basic Theory and OPM Speed Development Agency Administrative Procedures

> ORD 7 May 1979

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